



DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY
COMMUNITY NURSE COORDINATOR
~DIVISION OF HEALTH SERVICES – COMMUNITY OPTIONS UNIT~

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

The Department of Social Services is presently accepting applications to fill one (1) Community Nurse Coordinator position within the Division of Health Services, Community Options Unit. This position will be located in our Hartford Central Office.

Open To: The Public and State Employees

Location: 55 Farmington Avenue, Hartford, CT 06105

Job Posting No: 110162

Hours: Monday – Friday, 8:00 am- 4:30pm

Salary: \$72,950.00 Annually (FP-25)

Closing Date: October 1, 2017

Eligibility Requirement: Applications will be accepted from candidates who currently are licensed as a registered professional nurse in Connecticut and from State of Connecticut Employees who have attained permanent status in this job classification.

The Community Options Unit, a unit of The Division of Health Services, is seeking a Community Nurse Coordinator to work with Medicaid waiver applicants. The Community Options Unit within DSS manages the Medicaid Waiver programs, the federally mandated Pre-Admission Screening Program and the state funded CT Home Care Program for Elders. This position is responsible for utilization review of Person-Centered Plans, reviewing and approving prior authorizations and conducting case audits as well as being responsible for meeting all of the requirements for monitoring the health and safety of waiver participants, following up on participant inquiries related to the quality of services provided and developing reports for the Centers for Medicare and Medicaid Services. This position provides clinical consultation to Access Agencies and participates in quality assurance and quality improvement activities. Experience in quality improvement activities is highly desired. Applicants for this position should have experience in utilization review, the delivery of home and community based services, and reviewing critical incidents for appropriate follow-up interventions.

Knowledge, Skills and Abilities: Considerable knowledge of principles and practices of nursing care administration for variety of specialties with varied settings; knowledge of relevant State and Federal laws, statutes and regulations; knowledge of relevant agency policy and procedures; knowledge of managed care practices; knowledge of principles and practices pertinent to community processes; knowledge of state and federal and local health agencies and programs; considerable interpersonal skills; oral and written communication skills; ability to problem solve; ability to understand and communicate health programs; ability to utilize computer software.

Examples of Duties: Provide consultation and case management to access agencies, health care providers, clients and family members; coordinates authorization of delivery of services with access agencies; evaluates cost and clinical appropriateness of medical, social and behavioral health aspects of care; conducts health care case reviews for quality and care management; reviews and approves or denies prior authorization requests for services; serves as a resource to clients and health insurance companies regarding rights and responsibilities; serves as liaison with internal agency contacts and outside providers regarding program policies and procedures; completes health screen assessment and determines level of care eligibility; evaluates care plan to ensure compliance with cost caps and federal regulations; reviews, evaluates and authorizes requests for medical services and equipment for clients; investigates client complaints; may conduct on site quality assessment and/or compliance review; may represent the department in fair hearings related to medical necessity determination of nursing facility level of care; may make recommendations for policy changes; performs related duties as required.

Community Nurse Coordinator

General Experience: Three (3) years' experience as a registered professional nurse in a position involving home healthcare, nursing homes or other community based nursing program.

Special Experience: Two (2) years of the General Experience must have been in the areas of client care plans or utilization review. For State employees, the Special Experience is interpreted at or above the level of Nurse.

Substitution Allowed: A Bachelor's Degree in Nursing may be substituted for one (1) year of the General Experience.

Special Requirement:

1. Incumbents in this class must possess and retain a license as a registered professional nurse in Connecticut.
2. Incumbents in this class may be required to travel.
3. Incumbents in this class may be required to possess a valid Motor Vehicle Operator's license.

Note: This position may be filled by mandatory candidates from the Re-employment and SEBAC Lists, which we are obligated to use. Applications will be accepted from candidates who currently are licensed as a registered professional nurse in Connecticut and from State of Connecticut Employees who have attained permanent status in this job classification.

Application Instructions: Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services' Human Resources website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). Please **mail** your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and three (3) supervisory reference letters **(State employees must submit their two (2) most recent Performance Appraisals in lieu of references)** to:

Rachel Fein, Human Resources Specialist
Department of Social Services
55 Farmington Avenue – 5th Floor
Hartford, CT 06105

Incomplete application packages will not be considered.

~PLEASE BE ADVISED THAT HAND-DELIVERED APPLICATIONS WILL NOT BE ACCEPTED~

Due to the large number of applications received we are unable to field phone inquiries to confirm receipt of applications

APPLICATIONS MUST BE POST-MARKED ON OR BEFORE **OCTOBER 1, 2017**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact the Affirmative Action Division at 860 424-5040